

CHIEF, IMMIGRATION HEALTH SERVICES

DEFINITION:

Under general direction, to plan, develop, organize, and direct program review, evaluation, and development activities for Health and Human Services Agency (HHSA) immigration health delivery system, including development of the county's plan; to manage unit staff; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

This is a one-position class in the Health and Human Services Agency with responsibilities for the county's Immigration Reform implementation projects and services.

EXAMPLES OF DUTIES:

Plans, organizes, directs, and coordinates Health and Human Services Agency component of the Immigration Reform implementation projects and activities, including review, analysis, and interpretation of federal, and state legislation; develops local planning and implementation policies and strategies; establishes and maintains management information systems; prepares funding applications and reports; provides training; updates information and technical assistance to county staff; confers with and coordinates departmental activities with federal and state officials, private providers, and other interested agencies and organizations; develops and disseminates public information materials; responds to media requests for information; makes oral presentations to interested groups and organizations; supervise unit personnel and work assignments; evaluates staff in job proficiency; monitors staff to perform assigned tasks; maintains and reconciles accounting reports; and represents deputy director at federal, state, and local meetings.

MINIMUM QUALIFICATIONS:

Thorough Knowledge of:

- Laws, regulations, and codes relating to Immigration Reform.
- Principles and techniques of management.
- Budget preparation and administration.
- Program evaluation.
- Contract management.
- Principles and practices of employee supervision and training.

General Knowledge of:

- Policies and procedures of the County and Health and Human Services Agency.
- Health services delivery systems.
- Health legislation at the state and federal levels.
- Management information systems.
- Medicaid regulations.
- California Health and Welfare Institutions Codes.
- California Health and Safety Codes.

- The General Management System in principle and practice.

Skills and Abilities to:

- Communicate effectively, both orally and in writing.
- Interpret legal procedures.
- Plan, organize, coordinate, control, and evaluate to work of the office and direct its operations.
- Analyze difficult and complex problems and apply administrative principles and practices for resolution.
- Establish and maintain effective working relationships with all levels of staff, the public, and local, state, and federal officials.
- Write reports.

EDUCATION/EXPERIENCE:

Education, training or experience, which clearly demonstrate possession of the knowledge, skills and abilities stated above. Examples of qualifying education/experience are:

At least five (5) years experience in the delivery of health services including two (2) years in administration; OR, five years (5) of experience in an administrative capacity with primary responsibility for planning and evaluating major programs related to health care services.

SPECIAL NOTES, LICENSES, OR REQUIREMENTS:

License:

A valid California Class C driver's license is required at time of appointment or the ability to arrange transportation for field travel. Employees in this class may be required to use their own personal vehicle.